

BOARD OF TRUSTEES AGENDA
July 24, 2013
3:30 p.m., Schell Room, Williamsburg Library

- I. Call to Order – Chair Van Tol**
- II. Closed Session**
 - For the consultation with legal counsel on a specific legal matter requiring the provision of legal advice pursuant to § 2.2-3711(A)(7) and § 2.2-3711(A)(1) of the Code of Virginia.
- III. Public Comment**
- IV. Approval of June 26, 2013 Meeting Minutes**
- V. Chair’s Report – Van Tol**
- VI. Director’s Report – Moorman**
 - Action Item: Policy Review – By-laws
- VII. Friends of WRL/WRL Foundation Updates**
- VIII. Other Business**
- IX. Adjournment**

Other Enclosures:

- Statistics
- FYI Articles
- Kudos
- News Items
- July 2013 Newsletter

Next Regular Meeting:

September 25, 2013, 3:30 p.m., Schell Room, Williamsburg Library

Attending: Jean Van Tol, Jim Axtell, Lynda Byrd-Poller, Kyra Cook, Vickie Herrick, Sarah Houghland, Suzanne Mellen, and Bill Porter.

WRL Board of Trustees

Minutes of Board Meeting of June 19, 2013 Schell Meeting Room, Williamsburg Library

Attending Were: Jim Axtell, Lynda Byrd-Poller, Kyra Cook, Vickie Herrick, Sarah Houghland, Sue Mellen, Mary Norment, Bill Porter, and Jean Van Tol; Library Director John A. Moorman; Library staff members Carrie Binsfeld, Genevieve Owens, and Sarah Thompson.

Call to Order: Chair Van Tol called the meeting to order at 3:30 p.m.

Public Comment: None.

Dr. Moorman introduced the honorable Michael B. Watson, House of Delegates representative for Williamsburg, James City County, York County, and Newport News.

Mr. Watson presented the Williamsburg Regional Library with House Joint Resolution No. 955 from the Commonwealth of Virginia General Assembly, commending the library for receiving a four-star rating from *Library Journal* in 2012 and also expressing the General Assembly's admiration for the library's success and service to the community. A copy of the resolution is attached to the minutes.

Closed Session: Mr. Porter motioned the Board go into closed session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia. Ms. Byrd-Poller seconded the motion. The motion was approved by all with one abstention, Ms. Cook, who abstained from the closed session and left the room. The Board began discussion at 3:40 p.m. and concluded at 4:35 p.m. Mr. Porter moved the Board end the closed session. Ms. Norment seconded the motion; the motion was approved by all present at the closed session.

At the conclusion of the Closed Meeting, Mr. Porter moved Certification of the Closed Meeting as follows and Ms. Norment seconded:

Whereas, the Williamsburg Regional Library Board of Trustees has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Code of Virginia; and

Whereas, Section 2.2-3711 (A)(7) of the Code of Virginia require a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

Now, therefore, be it resolved that the Williamsburg Regional Library Board of Trustees hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Williamsburg Regional Library Board of Trustees. The motion was approved with a roll call vote with one abstention, Ms. Cook.

Ms. Van Tol reported the Board discussed the pending Stryker Center contract with the City of Williamsburg.

Action Item: Approval of WRL 5th Amended and Restated Contract for Library

Services: Mr. Rodgers reported James City County and the City of Williamsburg have approved the contract. Mr. Porter moved for approval of the 5th Amended and Restated Contract for Library Services and to allow Dr. Moorman to sign on behalf of the Board. Mr. Axtell seconded the motion; the motion was approved by all.

Policy Review – By Laws: Ms. Cook noted Article 2 Section 6 is not consistent with the City of Williamsburg’s policy regarding removal of a Trustee from the Board. Mr. Porter stated the WRL Board has reviewed this section previously and is not comfortable with the City of Williamsburg’s terms. The Board agreed to keep the previously stated policy the same. Ms. Cook noted Article 2 Section 7 is not concurrent with what actually took place when she was sworn in. The Board agreed to add the phrase “or other person authorized to administer” after “Clerk of Circuit Court.” Mr. Rodgers will bring the amended by-laws back to the Board at the next meeting for approval.

Approval of Meeting Minutes May 22, 2013: Ms. Cook asked it be noted in the May minutes and the minutes for the present meeting that she abstained from the closed sessions and left the room. The Board asked that it be noted in the minutes when a motion is approved by a roll call vote or a voice vote. Ms. Cook motioned to approve the May 22, 2013 minutes with the corrections mentioned previously. Mr. Axtell seconded the motion; the motion was approved by all.

Chair’s Report:

Ms. Van Tol welcomed Sam Sadler and Barry Marten of the WRL Foundation Board and thanked them for participating as liaisons to the Board during this meeting.

Ms. Cook reported she will be attending the Stryker Center Presentations of proposals to Committee meeting on June 20 as a member of the Henderson, Inc. w/Guernsey Tingle Architects team.

Library Director’s Report:

- **Monthly Staff Reports** – Dr. Moorman reported he has been working with staff on using the new format for monthly staff reports.

Finance Report:

- **Action Item: Fund Balance Appropriation** – Ms. Binsfeld requested a fund balance appropriation in the amount of \$30,000 to pay Overdrive the annual \$10,000 platform fee and to purchase an additional \$20,000 of e-book content. Ms. Owens stated \$30,000 is available in the FY 2014 collections budget to fund the fees and content for OneClick Digital audio-books and the Freegal music download service. Approximately \$7,000 is available for additional e-book purchases from the \$50,000 fund balance appropriation that was approved in 2012. Ms. Owens reported as long as the annual platform fee is paid to Overdrive, the library will continue to have access to all of the materials previously licensed. The library has researched developing its own platform and currently does not have the recourses required to do so. The Library of Virginia has provided a downloadable magazine application called Zinio. WRL has released this new product to library users and is receiving outstanding feedback. Mr. Axtell motioned to approve the request as presented. Ms. Houghland seconded; the request was approved by all.

- **April 2013 Finance Report** – Ms. Binsfeld noted six expenditure accounts that will need budget transfers at the end the fiscal year, they are; Contractual Services, Library Board Expenses, Library Catalog and Website Services, PC Replacement Plan, Postage, and Professional Services. The Fringe Benefits account received a credit from James City County and the set off debt account is over budgeted revenues for the year. The Library Fines revenue account is under budget for the year and this trend is expected to continue as a result of increased use of e-books which carry no fines and the new text message overdue reminder services. Ms. Binsfeld is expecting to award a contract for the new book hauler over the summer.

Friends of WRL/WRL Foundation Updates: Mr. Marten reported the Foundation's annual appeal has come to a close and the total received was approximately \$24,300.

Other Business: None.

Adjournment: The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Sarah Thompson



COMMONWEALTH OF VIRGINIA
GENERAL ASSEMBLY

HOUSE JOINT RESOLUTION NO. 955

Commending Williamsburg Regional Library

Agreed to by the House of Delegates, February 21, 2013
Agreed to by the Senate, February 22, 2013

WHEREAS, Williamsburg Regional Library received a four-star rating from *Library Journal* for the second year in a row, making it the highest-ranked library in the Commonwealth in 2012; and

WHEREAS, *Library Journal* has evaluated libraries throughout the country for the past five years and bases its ratings on per capita circulation, visits, program attendance, and public computer use; Williamsburg Regional Library has been rated highly all five times; and

WHEREAS, Williamsburg Regional Library offers easy access to a variety of materials, services, and programs and works extensively in the community through outreach efforts; and

WHEREAS, with support from the local government, the knowledgeable, talented, and caring staff members of Williamsburg Regional Library succeed in their mission to promote, preserve, and provide access to knowledge; and

WHEREAS, in 2013 Williamsburg Regional Library was one of 33 finalists for the National Medal for Museum and Library Services, an award presented to libraries and museums that display exceptional support for their communities; and

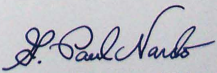
WHEREAS, the Institute of Museum and Library Services will present the award, the highest honor for libraries or museums in the country, to 10 of the finalists at a ceremony in Washington, D.C.; this is the first time that Williamsburg Regional Library has been nominated for the award; and

WHEREAS, already an award-winning library, Williamsburg Regional Library has received the Louis Shores Award from the American Library Association and the SLJ/Thomson Gale Giant Step Award; the library has also proudly hosted a May Hill Arbuthnot Honor Lecture; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the General Assembly hereby commend Williamsburg Regional Library on receiving a four-star rating from *Library Journal* in 2012; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates prepare a copy of this resolution for presentation to Williamsburg Regional Library as an expression of the General Assembly's admiration for the library's success and service to the community.

House Patron: Watson
Senate Patron: Norment


Clerk of the House of Delegates

BY-LAWS FOR LIBRARY BOARD OF TRUSTEES

ARTICLE 1: NAME AND MISSION

Section 1. The organization shall be called the Board of Trustees of the Williamsburg Regional Library ("Board of Trustees"). The organization exists by virtue of the provisions of Title 42.1, Chapter 2 of the Virginia Code and by virtue of the provisions of the contract for library services with the City of Williamsburg ("City"), ~~and~~ James City County ("~~County~~James City") and York County ("York").

Section 2. The mission of the Williamsburg Regional Library ("Library") is as follows: Free access to information is a foundation of democracy. Local governments provide that access for their residents by funding the Williamsburg Regional Library as a basic service.

This mission statement translates into the Library taking an active role in the community's life, and provides an opportunity to stimulate ideas, to advance knowledge, and to enhance the quality of life for every resident.

The Library encourages the free exchange of ideas among people of a free society.

ARTICLE 2: MEMBERS

Section 1. Pursuant to the contract for library services between the City, James City, York~~the County~~, and the Board of Trustees, the Board of Trustees shall consist of ~~nine (9)~~ eleven (11) members. ~~Five (5)~~ Six (6) of the members shall be appointed by the ~~County~~James City, ~~and~~ four (4) of the members by the City and one (1) of the members by York. One member from ~~each locality~~ the City and James City shall serve as a government representative from senior management.

Section 2. Terms of office for Trustees shall be for four (4) years. No member may serve more than two four-year, consecutive terms, however, after one (1) year off the Board any person may again serve as a Trustee. However, a member appointed to fill the un-expired term of another member may at the end of that term be appointed to two full four-year terms of the member's own.

Section 3. Appointments shall be made to fill vacancies for un-expired terms as soon as possible by the responsible appointing entity.

Section 4. A Trustee shall not receive a salary or other compensation for service as a member, but necessary expenses actually incurred shall be paid

from the Library's budget.

Section 5. The duties of the Board of Trustees include:

- A. To hire a professional librarian as Director of the Library and to evaluate the Director's performance on an annual basis;
- B. To review and approve a budget ensuring adequate funds for the Library's operation;
- C. To oversee expenditures of Library funds and Library facilities and equipment;
- D. To establish and review Library policies;
- E. To attend Board meetings regularly and to learn what constitutes good library service by reading relevant literature and, when possible, by visiting other libraries; and
- F. To become familiar with library issues at the state and local level and to advocate for Library support.

Section 6. It shall be the responsibility of the Board of Trustees to make recommendations for the removal of a Trustee to the appropriate governmental body as warranted. If a Trustee fails to attend three (3) consecutive meetings in a twelve (12) month period, the Board Chair will speak with the Trustee to inquire about continued service. If a Trustee fails to attend at least five (5) meetings in a twelve (12) month period, the Board Secretary, in consultation with the Board Chair, will prepare a communication for notification to the appropriate governmental body with a recommendation on service.

Section 7. Upon appointment and reappointment, the Clerk of the Circuit Court or clerk of an appointing locality shall administer the oath of office to each member.

ARTICLE 3: OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chair, Vice-Chair, and Secretary.

Section 2. The duties of the Chair will include the setting of meeting agendas; presiding during meetings; regularly meeting with the Library Director; representing the Library at special events/meetings; appointing all committee chairs of the Board and members of committees; and appointing of ad-hoc committees, as well as all other responsibilities normally afforded the position of chair.

Section 3. The duties of the Vice-Chair will include presiding at meetings in the absence of the Chair; representing the Library at special

events/meetings, as well as all other responsibilities normally afforded the position of vice-chair.

Section 4. The duties of the Secretary will include presiding at meetings in the absence of the Chair and Vice-Chair; coordinating with library staff for the recording of minutes of each meeting, as well as all other responsibilities normally afforded the position of Secretary.

Section 5. The nominating committee shall be appointed at the May meeting of the Board of Trustees in the year when terms of office are expiring and consist of three (3) members. The committee will report a slate of officers at the June meeting of the Board of Trustees. The slate will be voted on at the June annual meeting.

Section 6. All terms of office are for two (2) years beginning July 1 after the Board of Trustees election. Officers may not serve more than two (2) consecutive terms in the same office. However, a member appointed to fill the un-expired term of an officer may at the end of that term be elected to two full two-year terms of the member's own.

Section 7. The Chair, as needed, may fill officer vacancies. Appointees will hold office until an election can be held at the next regularly scheduled meeting.

Section 8. In the event the position of Chair becomes vacant before the end of the two-year term; the Vice-Chair shall assume the duties and responsibilities of the Chair position until a special election is held. A special election shall be held when practicable to fill the remaining term of the Chair, as well as any other officer position that becomes vacant.

ARTICLE 4: LIBRARY ATTORNEY

Legal counsel to the Board of Trustees shall be the James City County Attorney or the Attorney's designee and shall provide legal advice to the Library Board of Trustees. Legal counsel shall attend meetings and participate on task forces and committees as requested by the Chair. Legal counsel shall also provide legal opinions to the Library Director.

ARTICLE 5: MEETINGS

Section 1. The Board of Trustees shall meet on a regular basis, at least nine (9) times a year, at a time and place convenient to the Board of Trustees. Action minutes shall be kept of each meeting and approved at the following meeting. A yearly schedule of proposed meeting times and dates for the coming year shall be set at the September meeting of the Board of Trustees.

All meetings are open to the public, and the media notified of the time and place of each meeting.

Section 2. The annual meeting of the Board of Trustees shall be held in June.

Section 3. Special meetings may be held at any time at the call of the Chair or Vice-Chair or any five (5) members of the Board of Trustees, provided that notice be given to all members, and the media is notified in accordance with the requirements contained within the Virginia Code.

Section 4. A quorum at any meeting shall consist of a majority of Trustees. Proxy voting is not permitted.

Section 5. Proceedings of all meetings shall be governed by *Roberts Rules of Order – Revised (newest edition for small groups)*. Any rule therein may be suspended for any length of time by a three-fourths vote of Trustees present. The Chair shall appoint a member of the Trustees or the Library Attorney to serve as parliamentarian.

Section 6. The minimum content of the agenda at regular meetings shall include:

- A. Call to Order
- B. Public Comment
- C. Minutes of previous meeting
- D. Chair's Report
- E. Director's Report
- F. Finance Report
- G. Other Business
- H. Adjournment

ARTICLE 6: LIBRARY DIRECTOR

Section 1. The duties of the Library Director shall include:

- A. To operate the Library according to approved Board policies and the mission of the Library;
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- C. To attend all Board meetings;
- D. To be responsible for hiring, directing and evaluating staff in accordance with the County personnel policies and practices;
- E. To prepare the annual budget in consultation with the Finance Committee;
- F. To keep Trustees informed of changes in library legislation and

- standards;
- G. To keep abreast of advances in library services by reading relevant literature, by being active in library organizations, and by attending appropriate meetings, workshops, and conferences;
 - H. To report regularly to the officials of local government and to the general public; to oversee the Library's program of public relations;
 - I. To prepare goals and objectives for discussion and approval by the Trustees at the September meeting of the Board; and to review goals and objectives of the previous year with the Trustees at the June meeting of the Board.

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Section 1. The following shall serve as standing committees of the Board of Trustees: Executive and Finance Committees.

The Executive Committee shall consist of the officers of the Board of Trustees with the Chair of the Board serving as the convening officer. Among its responsibilities shall be to ensure that an annual review of the strategic plan is accomplished and to plan for the annual evaluation of the Library Director. The Executive Committee may exercise the powers and transact the business of the Board between meetings of the full Board as needed. Any action taken by the Executive Committee shall be communicated promptly to the full Board of Trustees at the next Board meeting. At least two (2) members of the Executive Committee must be present for any official action. The media will be notified of all meetings of the Executive Committee in accordance to the requirements found in the Virginia Code.

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Section 1. The fiscal year of the Library shall begin on the first day of July

in each year and shall end on the last day of June of the following year.

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ARTICLE 10: EFFECTIVE DATE

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Williamsburg Regional Library Statistical Report — FY 2013 ~ June 2013

<u>CIRCULATION by Locality</u>	WMSB	JCC	YORK	OTHER	Monthly	YTD	%Change FY 12
Williamsburg Library	9,449	32,002	5,791	493	47,735	565,640	
James City County Library	3,491	40,866	5,896	622	50,875	546,023	
Mobile Library Services	627	2,649	131	101	3,508	45,268	
Monthly Total	13,567	75,517	11,818	1,216	102,118	1,156,931	-5.1%
Percent of Monthly Total	13.29%	73.95%	11.57%	1.19%	<i>Excludes Digital Collection</i>		

<u>CIRCULATION by Type</u>	Print	Non-Print	Monthly	YTD	%Change FY 12
Williamsburg Library	27,301	20,373	47,674	565,440	
James City County Library	34,952	15,918	50,870	545,868	
Mobile Library Services	1,854	1,654	3,508	45,221	
Digital Collection *	N/A	7,193	7,193	61,584	
Monthly Total	64,107	45,138	109,245	1,218,113	-2.1%

* Digital Collection includes downloadable e-books, audio-books and music as of Jan. 2012; Magazines as of June 2013.

<u>USER QUESTIONS</u>	Adult	Youth	Monthly	YTD	%Change FY 12
Williamsburg Library	2,979	5,021	8,000	76,108	
James City County Library	1,659	2,232	3,891	42,909	
Outreach	1,192	132	1,324	15,416	
Monthly Total	5,830	7,385	13,215	134,433	-2.9%

<u>PROGRAM ATTENDANCE</u>	Adult	Youth	Monthly	YTD	%Change FY 12
Williamsburg Library	1,427	5,107	6,534	58,161	
James City County Library	106	2,918	3,024	19,114	
Outreach	143	3,278	3,421	30,573	
Monthly Total	1,676	11,303	12,979	107,848	-1.5%

<u>MEETING ROOM USE</u>	Monthly	YTD	%Change FY 12
Williamsburg Library	779	14,908	
James City County Library	298	4,791	
Total	1,077	19,699	-15.3%

<u>PC & Wi-Fi USE</u>	PC Use	Wi-Fi**	Monthly	YTD	%Change FY 12
Williamsburg Library	4,101	3,653	7,754	103,558	
James City County Library	2,456	2,165	4,621	49,205	
Total	6,557	5,818	12,375	152,763	

** Wi-Fi stats began Sept 2012

<u>COLLECTION</u>	Print	Non-Print	Total	%Change FY 12
Williamsburg Library	152,477	22,845	175,322	
James City County Library	124,039	20,025	144,064	
Mobile Library Services	6,829	1,041	7,870	
Digital Collection***	0	10,389	10,389	
Total	283,345	54,300	337,645	-2.3%

*** Digital Collection includes e-books and audio-books

<u>USER CARDS</u>	Number	%Change FY 12
Williamsburg	7,191	
James City County	35,937	
York County	5,901	
Other ****	151	
Total	49,180	1.6%

**** Non residents with special recognition cards

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